



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



EMPLOYMENT OPPORTUNITY

TURNAROUND OFFICE EDUCATION STAFF ASSISTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open to: The Public

Location 165 Capitol Avenue, Hartford, CT 06106

Hours: 8:00 a.m. – 5:00 p.m.

Job Posting#: 813– Pos. #60812

Salary Range: \$94,803 - \$121,612

Closing Date: December 10, 2013

The Connecticut State Department of Education is currently recruiting for the position of Education Staff Assistant in the Turnaround Office. **Compensation is commensurate with experience, training and salary history.*

GENERAL STATEMENT OF DUTIES:

The Turnaround Office's Education Staff Assistant will fill the role of Director of Turnaround Policy, and will play crucial leadership and coordinating roles within the Turnaround Office, including by leading and directing teams of staff to complete priority projects. S/he will serve as the Division's lead on all policy matters, and will be the Division's liaison to the State Board of Education, including by overseeing the preparation of high-quality, vetted materials for review and approval by the State Board. S/he will be the lead staff member for the Office's continuing incorporation of the expertise of other Department of Education divisions into the Turnaround Office's work with the state's lowest performing schools and districts. S/he will also work to improve the strategic alignment of various Turnaround programs; work independently, as needed, with Commissioner's Network schools to help guide their turnaround plans through the process for eventual approval by the Commissioner and State Board of Education; manage relationships with partners and local stakeholders; and provide overall management support to the Chief Turnaround Officer.

EXAMPLE OF DUTIES:

- Serve as the Turnaround Office's liaison to the State Board of Education and prepare materials for Board consideration and approval.
- Collaborate with the Commissioner's Office to lead the Turnaround Office's policy and advocacy activities.
- In collaboration with the Chief Turnaround Officer and Division Director, provide leadership, strategic direction, and project management for the Turnaround Office, including through directing staff where necessary.
- Lead teams to ensure the successful turnaround of Commissioner's Network schools.
- Ensure alignment and cross-functional coordination among Department of Education divisions to inform the Turnaround Office's major initiatives, especially the Alliance Districts, Commissioner's Network, and charter school programs.
- Ensure strategic alignment among all Turnaround Office initiatives, including Alliance Districts, Commissioner's Network, School Improvement Grant, charter schools, and other programs.
- Play a lead role in liaising with partner organizations, local stakeholders, and key leaders across the state and country.
- Collaborate with the Communications Office to ensure that the Turnaround Office's work is communicated to the public.
- Assist the Chief Turnaround Officer by coordinating logistical and operational functions and creating systems that promote efficiency and effectiveness.
- Play a lead role in managing Turnaround Office budget.

Box 2219 • Hartford, Connecticut 06145

AN EQUAL OPPORTUNITY EMPLOYER

QUALIFICATIONS:**Knowledge, Skill and Ability:**

Knowledge of the basic philosophy of education; knowledge of organizational behavior and planning; ability to plan educational policy; ability to prepare comprehensive reports; ability to develop and maintain cooperative working relationships; administrative ability; considerable skill in oral and written expression.

Experience and Training:

Demonstrated competence to perform the duties and responsibilities of the position as determined by the State Board of Education.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to travel.

PREFERRED EXPERIENCE AND TRAINING:

Professional experience in the fields of education or public policy; extensive knowledge of Connecticut statutes and programs relating to the state's role in school improvement, especially recently enacted legislation; considerable knowledge leading best practices nationwide in school and district turnaround and school improvement; experience working in or with schools or school districts; experience in analyzing statutes and creating legislative proposals; considerable writing and editing ability; considerable skill in oral and written expression, including the ability to prepare reports for public consumption; ability to manage teams.

M.B.A., J.D., 092 Certificate (Intermediate Administrator), 093 Certificate (Superintendent), Sixth Year Diploma in Educational Leadership, or an Ed.D. (Doctorate in Educational Leadership).

APPLICATION PROCEDURE:

Interested candidates should reference announcement #813, submit a letter of application and resume with details of experience and training, three (3) current professional references and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to: **Mr. Morgan Barth, Education Division Director, 165 Capitol Avenue, Room 227, Hartford, CT 06106, Tel. # 860 713-6705.** **All required documents must be submitted by close of business on the closing date to be considered for interview.**

Closing date for applications:

December 10, 2013

Anticipated date of employment:

Immediate Upon Selection

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction and provides equal access to school facilities and school premises to Boy Scouts and other designated youth groups.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

#813
11/19/13